



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

STANDARD OPERATING PROCEDURES

Conditional/Final Infrastructure Acceptance Partial or Final Release of Guarantees of Improvement Effective Date April 2004

Conditional/Final Infrastructure Acceptance

1. After completion of the City Inspection Procedures, a written request for Infrastructure Acceptance with standard Acceptance Forms completed are submitted by the applicant to the Public Works Administrator. All requests must be in accordance with the City Design Manual and Inspection Procedures.
2. Infrastructure acceptance requests also require the submission of As-Builts. Twenty (20) folded copies must be submitted for review. The number of copies required is subject to change based on the project. In addition, review fees are required per the City Fee Schedule.
3. Once submitted, the request is routed to the reviewing agencies for review and comment.
4. Public Works coordinates with the City Inspector and City Engineer for the preparation of a "Punch List", one for each Form, to be given to the applicant and submitted with comments and recommendations to the Public Works Administrator.
5. Concurrently with item 4 City Engineer coordinates with the City Inspector for any engineering design issues prior to submitting comments to the Public Works Administrator.
6. After agency comments are received and processed, the request is scheduled for Planning Commission Approval/Recommendation for compliance with the Improvement Plans, if plans were approved by the Planning Commission.
7. Upon Planning Commission action, or if Planning Commission action is not required, the request is scheduled for the Mayor & Council to consider for Conditional or Final Acceptance.
8. In some cases based on the type of Acceptance Request, there could be a reduction of the Guarantee of Improvement. This must be specifically part of the Request for Acceptance and must include the necessary documentation.

Partial or Final Release of Guarantees of Improvement

1. A written request for Partial or Final Release of Guarantees of Improvements with the approved Cost Estimate revised to show by line what has been completed and what remains.
2. Once submitted, the request is routed to the reviewing agencies for review and comment.
3. Public Works coordinates with the City Inspector to verify the completed and acceptable infrastructure. In the case of Final Release Requests, coordination is necessary to ensure there are no outstanding "Punch List" items. Comments and recommendations are submitted to the Public Works Administrator.
4. Concurrently with item 3 the City Engineer coordinates with the City Inspector for any engineering design issues prior to submitting comments to the Public Works Administrator.
5. After agency comments are received and processed, the request is scheduled for Planning Commission Approval/Recommendation for compliance with the Improvement Plans, if plans were approved by the Planning Commission.
6. Upon Planning Commission action, or if Planning Commission action is not required, the request is scheduled for the Mayor & Council to consider for Conditional or Final Acceptance.
7. If approved, the Public Works Administrator will draft the reduction/release document to be sent to the lending institution or City Accountant.

Please note that Final Acceptance cannot occur until at least one (1) year after Conditional Acceptance. In the case of streets, Final Acceptance cannot occur until one (1) year after the Final Paving Course has been laid which can't be applied until all construction on the abutting lots has been completed and construction traffic will no longer be using the streets. Assets are to be properly defined by the applicant on the Request Forms and verified by Public Works.

The process defined above takes a minimum 45 to 60 days to process with the required hearing(s).

Copies of the Rules, Regulations, Manuals, Forms, etc., are available online at www.brunswickmd.gov or in the Information Distribution Rack at City Hall.

Revisions: 7/12/06;